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FORM 610 USE PREVIOUS EDITIONS

1 MAR 1982

| MEMORANDUM FOR: | Director, Office of Communications Director, Office of Data Processing Director, Office of Finance Director, Office of Information Services Director, Office of Logistics Director, Office of Medical Services Director, Office of Security Director, Office of Training & Education | |
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| FROM: | Executive Officer for the DDA | 25x |
| SUBJECT: | Factored Support PackagesPhase II | 25x |
| we have concluded might be included come under the gen (with some separate) 2. You will the attachment alcoand funds, which wareas. The total individual submissionce again to ensurand that they are 3. After you modifications of the Staff, please prove (positions, person which you have for include what funct position(s) will prove arrived at the address each group. | individual submissions which you recently forwarded, that the most logical groupings of factors which in the New Initiatives generated by other Directorates heral headings of Personnel, Facilities, and Services the categories contained in the latter). Inote that we have laid out the major groupings in long with the Directorate resources, both positions we would need to support New Initiatives in these impact support resources include all of your sions. Please review your individual submissions are that they are realistic in terms of your needs, properly related to the Directorate. In have completed your review and you have no further the figures which you submitted to the Management wide detailed statements which justify the resources and services funds, and non-personnel services funds) the individual(s) occupying the additional perform, what the dollar resources will provide, how see resources, etc. These narrative statements should being of New Initiative factors; i.e., Personnel, ervices. Please provide your narrative statements | 25x |
| to me by <u>COB 12 Ma</u> for the entire Dir March). | arch 1982 (we are aiming to obtain the DDA's concurrence rectorate Support Resource Package before the end of | 25X |
| | Regraded CONFIDENTIAL When Separated From Attachment | · |
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